

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 27/2015 (extended 26/2015)
OPENING DATE: 08/07/2015
CLOSING DATE: 08/24/2015
POSITION TITLE: Outreach and Assistance Coordinator (USPSC/Resident Hire)
MARKET VALUE: \$51,298- \$66,688 (GS-11 equivalent)
PERIOD OF SERVICE: One Year (extension possible)
WHO MAY APPLY: U.S. Citizens Resident in Bishkek
OFFICE: USAID/Kyrgyz Republic, Bishkek, Kyrgyz Republic

MAJOR DUTIES: Under the general supervision of the USAID/Kyrgyz Republic Supervisory Program Officer or his/her designee, the incumbent leads the USAID Mission's communications and outreach, supports various other program office functions, and serves as the USAID point of contact (POC) and coordinator for cross-cutting U.S. Government interagency assistance activities in the Kyrgyz Republic: 1) serves as the USAID Mission's Outreach and Communications Team strategic lead responsible for developing and ensuring the successful implementation of the USAID communications strategy and messaging, media relations, drafting high quality publications, updating the Mission's website, and maintaining a strong social media presence; 2) coordinates with the Embassy Public Affairs Section to inform the public of noteworthy U.S. foreign assistance efforts in Kyrgyz Republic; 3) advises USAID Mission management and staff on press outreach priorities and opportunities; 4) develops informational materials, including the quarterly newsletter, for U.S. based opinion leaders and audiences; 5) coordinates with Mission's Development Outreach and Communications Specialist to travel to USAID program/project/activity sites throughout the Kyrgyz Republic to capture meaningful stories that demonstrate development impact; 6) interviews activity beneficiaries and photographs programs/projects/activities for the USAID website, social media, and press releases; 7) reviews outreach materials (published reports, banners, posters, signs, TV and radio spots etc.) to ensure compliance with activity-level USAID branding and marking guidelines and relevant USAID/Washington policy; 8) responds or coordinates responses to external information requests about USAID programming; 9) assists in the USAID Mission in implementing its monitoring and evaluation activities; 10) supports the USAID Mission's strategic planning and reporting exercises including consolidating and maintaining the Mission Outreach Strategy, Performance Planning Report, the Operational Plan, the Mission Resource Request etc.; 11) coordinates interagency foreign assistance activities in the Kyrgyz Republic contributing to the effective use of funding and efforts, and leads the Embassy's interagency assistance forum; 12) performs other duties as assigned.

MINIMUM QUALIFICATIONS/SELECTION CRITERIA:

- **Education, Skills and Experience (60%):** Bachelor's degree in Foreign Affairs, International Development, Political Science, Public Relations, Journalism, or a related field. Minimum five years professional program/project management work experience including experience working with international development programs (preferably U.S. Government-funded) and some hands-on experience in communications, outreach or public relations role in a developing country. Demonstrated knowledge of the principles and practices of public relations, media relations, and journalistic writing and reporting techniques. Excellent analytical, organizational, writing and editing skills; strong ability to organize factual material from a variety of sources succinctly and present meaningful conclusions to high-level officials, and to write clearly under tight deadlines. Experience living and/or working in developing country (preferably NIS and/or Central Asia). Familiarity with USG organization and business practices. Flexibility and ability to multitask. Computer proficiency (MS Office Applications).

- **Teamwork/Interpersonal and Communication Skills (25%):** Excellent communication and superior interpersonal skills, and ability to facilitate effective working relationships among a wide range of interagency and international players.

- **Language Skills (15%):** Fluent (Level IV) English (oral and written). Proficiency in Russian and/or Kyrgyz desired.

Security Clearance: Ability to obtain USG "Facility Access".

TO APPLY: The successful applicant must fully meet the minimum qualification requirements.

Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed above with specific and comprehensive information supporting each item; recent sample of his/her written work (maximum 1-3 pages, i.e. report or information memo); and names, contact numbers, and e-mail addresses of three professional references. Packages should be received at the Executive Office (EXO) USAID/CAR, 41, Kazibek Bi St., Almaty 050010, Kazakhstan; Tel: (7-727) 2507612/17; Fax: (7-727) 2507634; E-mail: almaexo_hr@usaid.gov by **COB Monday, August 24, 2015**. A copy of the full Position Description is available in EXO/Personnel (ext 6353).

Note: Applications received in response to Vacancy Announcement #26/2015 will be considered, no need to re-apply.

USAID/KR reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.